

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** October 28, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: CFO QUARTERLY MEETING

The next quarterly meeting of the Chief Financial Officers will be held as follows:

DATE: November 25, 2002

TIME: 1:00 – 4:00 PM

PLACE: ARNOLD CONFERENCE CENTER
HOWARD CENTER
CRANSTON, RI

AGENDA IS AS FOLLOWS:

- Goals and objectives for RI-SAIL for fiscal year 2003.
- RI-SAIL Independent Users Group
- RI-SAIL Reports/Reporting Work Group
- RI-SAIL Account Structure Work Group
- Audit Fees
- Payroll Encumbrances
- Purchase Card
- Travel Policies and Procedures
- Travel for Former Contract Employees
- RI-SAIL Enhancement
- Nextel Unapplied Payments

Please make every effort to attend this meeting.